



CITY OF FAIRFAX
Department of Community Development and Planning
Zoning Division
10455 Armstrong Street, Room 207A
Fairfax, VA 22030
Phone: 703-385-7820 / Fax: 703-385-7824

RESIDENTIAL USE PERMIT
REVIEW PROCEDURES AND APPLICATION

To The Applicant:

The following procedure is provided to assist you in obtaining the required permit that must be issued PRIOR to occupying your new residence. Please familiarize yourself with these procedures, then complete the attached application and submit it to the City of Fairfax Zoning Division at the above address. The standard review time for a residential use permit application is 3-5 business days.

The required permit will not be issued until steps 1-3 are completed:

- 1) **Application form.** The applicant submits a completed application to the Zoning Division with all information requested on the application filled in. The application form must provide ALL requested information. In some instances two (2) signatures are required on the application form: the applicant and the property owner. If the home is located in a Planned Development the application will require an additional signature from the Board of Architectural Review (B.A.R.) liaison. All applications will require a signature from the City of Fairfax Public Works inspector.
- 2) **Zoning Review fee.** This fee is due at time of application submittal. The zoning review fee is a non-refundable fee.
- 3) **Review.** Staff will review the application. If the proposed use meets all zoning regulation criteria the application is approved. If further information is required the applicant will be notified of the additional information that remains outstanding within 3-5 business days after application is accepted for review.
- 4) **Permit Issuance.** After zoning approval, a residential use permit will be issued to the applicant and a copy will be forwarded to the Commissioner of Revenue's office (703.385.7880) for their records.



CITY OF FAIRFAX
Community Development and Planning
10455 Armstrong Street, Room 207A
Fairfax, VA 22030
Phone: 703-385-7820 / Fax: 703-385-7824

RESIDENTIAL USE PERMIT APPLICATION

CITY CODE REQUIREMENT

Section 110-34(b): Residential use permits: No land or structure shall be used until the zoning administrator shall have issued a residential use permit stating that such land or structure and its location is found to be in conformity with the provisions of this chapter and all other applicable ordinances.

APPLICATION FEES

The Zoning fee is a non refundable review fee. Payment of this review fee does not guarantee permit approval.

Zoning Review Fee for Residential New Home: \$55.00

RESIDENTIAL INFORMATION REQUIRED

- 1) Street Address of the New Residence: _____ Zip _____
- 2) Total Square footage of the New Residence _____
- 3) Final House Location Survey Plat - **MUST BE SUBMITTED WITH THIS APPLICATION**
- 4) Certificate of Occupancy issued by the Building Code Office - **MUST BE SUBMITTED WITH THIS APPLICATION**

PROPERTY OWNER INFORMATION

Property Owner Name: Mr./Ms. _____
PRINT PROPERTY OWNER'S NAME

Owner/Agent Mailing Address: _____ Phone: _____

Owner/Agent EMAIL Address: _____

Property Owner/Agent Signature (**REQUIRED**) _____ Date _____

APPLICANT INFORMATION

Applicant's Name: Mr./Ms. _____
PRINT NAME

Applicant's Address: _____ Phone: _____

Applicant's EMAIL Address: _____

Applicant's Signature (**REQUIRED**) _____ Date _____

***** OFFICE USE ONLY *****

SIGNATURE(S) REQUIRED PRIOR TO APPROVAL OF THIS PERMIT APPLICATION

1) Public Works Department - Site Plan Inspector

A signature from the Public Works department Site Plan Inspector is required for all residential use permit applications. The Site Inspector is located in Room 200A of City Hall. Please contact the Site Inspector to schedule this inspection and obtain signature. Contact number is 703-385-7828.

Site Plan Inspector Approved _____ Date _____
Signature

If Applicable: BMP/SWM (Circle one): Yes / No If Yes, Type: _____

HOLD: ☐ SITE BOND RELEASE: ☐ SITE BOND
☐ E&S BOND ☐ E&S BOND

2) Board of Architectural Review (B.A.R.) Liaison

A signature from the B.A.R. Liaison is required for all homes constructed within a Planned Development. The Zoning division will obtain this signature for the applicant.

B.A.R. Liaison Approved _____ Date _____
Signature

Comments: _____ Date _____

3) Zoning Site Inspection

A signature is required from a Zoning Official if a site inspection is deemed necessary prior to issuance of this permit.

Zoning Inspection Approved _____ Date _____
Signature

Comments: _____ Date _____

4) Bond Administrator (where applicable)

Bond Administrator Signature: _____ Date _____
Signature

Comments: _____ Date _____

OFFICE USE ONLY

Tax Map Number: _____ Receipt No: _____ Fee Amount Paid _____

Zone (Check One): R-1 _____ R-2 _____ R-3 _____ PD _____ OTHER _____

NOTE: Model Home/Sales Office ☐ Copy to Revenue ☐

Has a (CIRCLE ONE) Special Use Permit / Special Exception / Variance / Board of Architectural Review /
Rezoning with Proffers been applied for?

Date of approval _____ Conditions Reviewed by _____
Dep ZA

ATTACH A COPY OF ANY CONDITIONS OR PROFFERS APPROVED OR IMPOSED BY CITY COUNCIL OR THE BOARD OF ZONING APPEALS.

ZONING OFFICE APPROVAL SIGNATURE(S)

This Application is Approved By _____ Date _____
Zoning Official